

DD/A Registry
File Security 7-1

DDA 75-2507

23 May 1975

MEMORANDUM FOR: Director of Security

SUBJECT : FOIA Case Processing

REFERENCE : Office of Security memo dated 20 May 1975,
same subject

Charlie:

1. A few comments on referenced memorandum which I am returning herewith.

a. I think we are all sympathetic to the problem faced by Security as regards chasing down references to determine whether they represent part of a "file." Unfortunately, this just must be done.

b. As you are aware, our original approach to documents of other agencies was to "define them out" in our published regulations. This approach has been deemed to be unacceptable by the Department of Justice and our regulations will soon have to be changed in some manner to cover handling of other agency documents. Some study is going on at the moment on this particular subject.

c. Regardless of how the details of our procedures may finally work out, I believe we will have to search for the actual documents of other agencies in order to either expedite a referral of them to the other agency for a decision or, as may well be the case for unclassified material, making a release/denial decision in CIA. I just don't see how the limited information available on computer printouts would be sufficient for either of these tasks.

2. Hopefully, we will have some guidance on this subject within a week or 10 days.

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MEMORANDUM FOR: Director of Security
Chief, Freedom of Information Act Branch
THROUGH : Chief, PPG
FROM :
SUBJECT : FOIA Case Processing

1. Reference is made to our discussion of 16 May 1975 for possible solutions that would eliminate delays in processing FOIA requests.

2. In view of the lengthy search time required to identify individuals mentioned in reports originating from other government agencies, it is felt that this is an area where current time consuming procedures can be vastly improved.

3. Under present format, the FOIA reviewer must obtain every file in which the indices search has revealed the presence of a name similar to that of the Subject, and then attempt to make a positive identification. This search is conducted even though the reference is to a report, memorandum, etc., furnished by another government agency. Following the search, copies of these documents are then made for inclusion in the FOIA file. This is done even though the results of this search are not provided to the requester, but instead are forwarded to the CIA IRS coordinator.

4. Since the IRS coordinator cannot release or mention the cited documents originating from FBI, State, etc. to the requester, but can only communicate the fact of their existence to his appropriate counterpart, it would seem that the Office of Security is unnecessarily belaboring its search and identification efforts. While realizing that certain basic data is required by the originating agency to locate the material to which we refer, the information reflected on our computer print-outs should suffice. If the agency concerned is subsequently unable to retrieve the cited material, additional information and/or copies of the documents could be provided.

*See memo
of 5/25/75*

*In many
if not
most cases
this is not
enough to
identify
reports*

5. It would seem logical to assume that this problem is being encountered in other government agencies, especially the FBI. Coordination at the appropriate level could result in a mutually satisfactory policy for referral to these documents, and eliminate lengthy, and often fruitless searches, thereby greatly speeding up FOIA processing time.



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